



MEMORANDUM

To: PLANNING COMMISSION

Date: July 11, 2006

From: COMMUNITY DEVELOPMENT DEPARTMENT

Subject: SUMMER MEETING SCHEDULE

REQUEST

This item has been placed on the agenda to discuss the possible cancellation of the August 8 Planning Commission Meeting in place of the previously cancelled August 22 meeting.

RECOMMENDATION

Discussion/Commission discretion.

BACKGROUND

In past years, the Planning Commission has often scheduled a summer break by canceling their second meeting in August. Section 2.36.030 of the Municipal Code states that the Planning Commission shall hold regular meetings at least twice each month or as otherwise deemed necessary by the Commission. This provision has been interpreted as giving the Commission the latitude to cancel a meeting when a second meeting in that month was deemed not to be necessary.

On June 27, the Commission voted to cancel the second meeting in August (August 22), given there were no items scheduled for that meeting date. However, one project (ZA-05-14: Jarvis – South Valley Developers, or Madrone Plaza) is in need of Commission action on August 22 to avoid further delay in the project. The applicant has been working diligently throughout the entitlement processing. However, environmental requirements including completion of a wetlands delineation and traffic study have resulted in project delays. Furthermore, due to the presence of wetlands on-site, the environmental document is required to be circulated through the State Clearinghouse and made available for public review and comment for 30 days. Typically, mitigated Negative Declarations require only a 20-day public review period. If the August 22 meeting remains cancelled, the project will be further delayed.

Should the Commission vote to cancel the August 8 meeting in place of the previously cancelled August 22 meeting, all items currently on the August 8 agenda would be moved to August 22.